



Admissions Policy

2021 -2022

*Do not be afraid ... for the Lord your God is with you wherever you go.
(Joshua 1:9)*

Owner

The owner of this document is the Headteacher. All requests for change should be directed to them. Any printed copies of this document are for reference only; the definitive version is the computer file held on the school office administrator's computer.

Revision history

Version	Date	Changes	Author(s)
8	15/11/19	Altered dates for next year's incoming reception and to include details of 'In-year Applications'.	HS
8	20/01/19	Revised format of presentation to include new school logo.	HS

Approval

Version	Date	Approver(s)	Minute number
7	16/07/19	Full Governing Body	GB 38/18
8	25/11/19	Full Governing Body	GB 60/19

Review period The maximum period between reviews of this document is annually.

Version	
8	November 2020.

Full consultation will next take place seven years from January 2019 (i.e. January 2026) providing no further changes are required to be made during this period.

1. Policy Statement

Youlgrave, All Saints' C of E (VA) Primary School has a one-point entry system for children who are 4 or 5 years old. This means that for admission to the 2021 -2022 school year, all children where their 5th birthday falls within the academic year can be admitted full time from September 1st.

The school has a Planned Admissions Number (PAN) of 14.

(Please note: There is no legal requirement for a child to start school until the beginning of the term following the child's 5th birthday).

Our school has a distinctly Christian character, which is evident in the ethos, teaching, Collective Worship and displays.

2. Application of Policy

- Admission arrangements will be published on the school website; and detailed in the school prospectus.
- The policy will be reviewed annually by The Governing Body (TGB).
- Copies are available from the school office.
- The Local Authority (LA) i.e. Derbyshire County Council (DCC), the Diocese, Derby Diocesan Board of Education (DDBE), local community and local pre-schools will be consulted on admission arrangements via letters, adverts and a public meeting. This will take place every three years in line with legal requirements.

3. Procedure

Admissions from September 2006 are subject to a new-co-ordinated scheme through the LA. The scheme allows parents/carers to apply for up to three primary schools, placing them in order of preference. The LA acts as a 'clearing house' and submits a list of potential applicants to the school.

The Headteacher/Governing Body will then rank these applications under the school's over-subscription criteria (see below). The ranked list is then returned to the LA. Parents/carers will receive a single offer of a school place.

Parents/carers must make their application on a common application form, to be returned direct to the LA and give reasons for their preferred school. (Applications can also be made online to www.derbyshire.gov.uk/admissions or phone 01629 533 190.

Applications will be considered against each schools published admissions number and criteria. The dates for applications will be published by the LA and advertised locally.

All matters relating to the admissions of children to Youlgrave, All Saints' C of E (VA) Primary School will be conducted with the highest integrity. Principles of transparency, honesty and fairness will always apply.

4. In-year applications

The school will follow the LA co-ordinated arrangements for in-year admissions. The Governing Body deals with applications for places received after the relevant allocation date for pupils in the first year of statutory education provided by the school and at any time for pupils in other school years.

If a year group is not fully subscribed pupils may be admitted. Parents/carers are made aware by the LA of their right to appeal.

5. Appeals

Parents/carers who are unsuccessful in their application are entitled to appeal against the decision to an independent appeals committee. The DDBE will arrange the appeal hearings for Youlgrave, All Saints' C of E (VA) Primary School.

Appeal hearings will have two distinct elements:

Firstly, the panel will determine whether or not the school has acted properly in refusing to admit (i.e. that the year group is full and that over-subscription criteria have been fairly applied).

Secondly, the panel will hear evidence from the school as to why the admission of additional pupils would be prejudicial to the education of existing pupils and from parents/carers as to why their case for admission should override the prejudice.

The school will submit its case in writing and be represented at the hearing. The panel will then make a binding decision and inform both parties in writing.

If the appeal is upheld, the school will make arrangements to admit the child with no undue delay.

6. Over Subscription

Criteria to be used in the case of over subscription:

Children who have an Educational, Health and Care Plan (EHCP) which names the school will be admitted and remaining places will be allocated using the following criteria:

1. 'Children in Public Care' and 'Looked-After Children', are those who are either looked-after by the LA or children who were looked-after, but cease to be so because they were adopted (or become subject to a residence order or special guardianship order).
2. Children resident within the civil parishes of Youlgrave, Middleton-by-Youlgrave and Harthill. (Maps of the parishes are available in the school office).
3. Siblings of pupils attending the school at the time of admission. For the purpose of this criterion, siblings shall include children brought up in the same household.
4. Children of whom at least one parent or carer has regularly (i) worshipped at the churches and chapels of Youlgrave and Middleton parishes for a period of at least one year prior to the date of application; (ii) Other children whose parents/carers have requested a place.

Notes: (i) 'Regular' means an average attendance of once per month.

(ii) Church attendance must be verified by a letter from the relevant priest, minister or churchwarden.

In the case of over-subscription in any of the above criteria, the following will be used as tie-breakers:

A. The distance the child lives from the school.

This will be judged in the same way as DCC's policy for community and controlled schools, which is:

Precedence will be given to the children living nearest to the school measured by a straight line distance, calculated to within two metres. The Children's Services Department has a Geographic Information System (GIS) to measure the straight line distance. It is measured by a standard straight line distance calculated to within two metres. This measurement is taken from the postal address file, normally the house front door. For schools, the grid reference is taken from the postal address file and will normally be the centre of the school for primary phase schools, or the nearest gate or entrance for secondary schools.

This also applies in cases where parents/carers have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent.

- B. In cases where the last available place pertains to a single place of residence from which two or more applications have been received (e.g. twins) the allocation of places within that place of residence will be made by the drawing of lots.

7. Waiting List

The school will establish a waiting list for at least one term after the designated admission date and any places which become available will be allocated to the child on the waiting list, irrespective of whether or not any appeals are ongoing.

8. Enquiries

Parents/carers must apply for places at Youlgrave, All Saints' C of E (VA) Primary School via the LA. The Headteacher will be very pleased to make arrangements to show parents/carers around the school and discuss all aspects of the school with them.

For any enquiries about the admission procedures, please contact:

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